

WHAT IS GMIS?

Government Management Information Sciences (GMIS) is an organization consisting of government agencies at all levels of State, County or local government and educational institutions having a business responsibility for Information Technology.

GMIS membership is comprised of government agencies, not individuals within these organizations. While member agencies differ in many aspects, it is a homogenous group with similar interests. Not to be confused with other groups, GMIS focuses solely on situations related to government information processing.

The purpose of GMIS is to provide a forum for the exchange of ideas, information, and techniques; to foster enhancements in hardware, software and communications as they relate to government activities. This is one of the reasons why GMIS was organized. All of us need help from time to time and GMIS fosters sharing among all levels of government involved in our vastly growing world of technology.

GMIS BY-LAWS
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GMIS BY-LAWS

ARTICLE I. NAME

Section 1. The name of this organization shall be the Government Management Information Sciences Users' Group, henceforth referred to as GMIS in these by-laws.

ARTICLE II. PURPOSE

Section 1. GMIS is an organization consisting of government agencies dedicated to cooperation, mutual assistance and sharing of experiences; committed to provide a forum for the exchange of ideas, information and techniques as they relate to government activities; formed for the benefit of participating government entities.

ARTICLE III. GOALS

Section 1. To foster a unified effort among member organizations to integrate and disseminate their respective research and design efforts in the area of automated information sciences.

Section 2. To promote standard systems which can be shared and/or transferred among member organizations.

Section 3. To share system applications and information to further the cost effectiveness in member organizations through mutual assistance and cooperation.

Section 4. To present a unified voice as a cooperative organization to suppliers of hardware, software, and related Information Technology services.

ARTICLE IV. MEMBERSHIP

Section 1. The membership shall be comprised of any governmental departments or agencies of educational institutions that have an interest in participating in GMIS and the actual benefits of sharing systems, ideas and Information Technology applications and techniques.

Section 2. Associate members shall include vendors, consultants, service organizations and individuals not qualified for membership under Section 1 or 3. Associate Members have limited privileges of member organizations, as determined by the Executive Board.

Section 3. Member Emeritus

- a. Membership bestowed upon an individual who has distinguished him/herself through service to GMIS.
- b. Recommendation for this membership may be received from a representative of any member organization.

- c. The Executive Board will approve or reject nominations for Member Emeritus at the January Board Meeting. All nominations must be received prior to January 1.
- d. Emeritus members have honorary status only and will be invited to attend the International Conference. The conference registration fees will be paid by GMIS for the Member Emeritus and one guest.

Section 4. Membership shall be on a government agency or department basis, not an individual basis, except for Member Emeritus, as defined in Article IV, Section 3.

Section 5 Membership application procedures shall be as follows:

- a. Application for membership shall be submitted to the Executive Secretary.
- b. The Executive Secretary shall ascertain the requesting organization's eligibility for membership and send acknowledgement to the new member.
- c. The Executive Secretary shall submit any application for membership to the Executive board if clarification for eligibility is needed. The Executive Board shall approve or disapprove the application.

Section 6. Member organizations in good standing:

- a. Any member organization whose official application has been approved and who has paid the annual fee set forth in Article VI, shall be designated as a member organization in good standing.

Section 7 Suspension of membership for non-payment of annual fee:

- a. Any member organization whose annual fee is ninety days past due shall be suspended and privileges of membership terminated.
- b. Any member organization suspended for non-payment of the annual fee may be reinstated at any time prior to the close of that membership year upon payment of the full current year's fee.

Section 8. Termination of membership:

- a. The Executive Board may terminate membership for cause. Sufficient cause for termination shall be violation of these By-Laws. Termination shall be by unanimous vote of the Executive Board.
- b. Membership of organizations under suspension for non-payment of the annual fee at the close of a membership year shall be terminated automatically.

ARTICLE V. FISCAL PROCEDURES

Section 1. Fiscal and membership year: Fiscal and membership year shall begin on July 1 and close on June 30 of the following year.

Section 2. Funds: The Treasurer shall manage the funds of GMIS within policies and procedures established by the Executive Board.

ARTICLE VI. ANNUAL FEE

Section 1. The Executive Board, subject to the approval of the membership, will establish the annual fee for Member organizations and Associate members. Associate member annual fees shall be at least as high as the highest Member Organization fee.

Section 2. Purpose of the annual fee:

- a. To cover the administrative cost of the organization, including but not limited to the expense of Member Benefits, GMIS Website, ListServ, State Chapter development and International Relations as approved by the Executive Board.
- b. To cover exceptional expenses of the members of the Executive Board and the Executive Committee in carrying out the mandates of the membership.
- c. To cover costs of publication and distribution of newsletters and other correspondence as required in the conduct of the organization.
- d. To cover GMIS Headquarters cost of operation and the remuneration and expenses of the Executive Secretary as directed and approved by the Executive Board.
- e. To cover expenses of the organization the Executive Board approves.

ARTICLE VII. OFFICERS

Section 1. The governing body of GMIS shall be an Executive Board comprised of representatives of member organizations.

- a. The President, who was the immediate past First-Vice President and President Elect.
- b. The following elected officers:
 - 1) First Vice President and President Elect
 - 2) Second Vice President
 - 3) Third Vice President
 - 4) Fourth Vice President
 - 5) Treasurer
 - 6) International Director
 - 7) Chapter Development/Conference Coordinator
- c. The Executive Director, who was the immediate Past President.
- d. The GMIS Secretary, who is recommended by the President and approved by the GMIS Executive Board. The GMIS Secretary is not a voting member of the Executive Board.

- e. The International Conference Chairperson who will automatically be appointed as a member of the Board for the year he/she serves as Conference Chairperson.

Section 2. Officers shall serve for a period of one year, or until a duly qualified successor is appointed or elected.

Section 3. Executive Board Vacancy:

- a. Any officer whose employment with *a* member organization is terminated for any reason, shall be deemed an automatic resignation as an officer and member of the Executive Board, unless new employment is with a member organization, or if the organization becomes a member of GMIS and this officer is the duly appointed representative.
- b. In the event of a vacancy, the Executive Board shall assume the responsibilities of the vacant position, or the President shall appoint someone for the balance of the term, subject to approval by the Executive Board.

Section 4. Election of Officers:

- a. Election of Officers for the Executive Board positions specified in Article VII, Section 1. b. shall be conducted at the Annual Business Meeting.

Section 5. Duties of Officers:

- a. Responsibilities of the President shall be, but not limited to:
 - 1) Schedule, organize and conduct all meetings.
 - 2) Act as the spokesman for GMIS.
 - 3) Appoint committees as required.
- b. Responsibilities of the First, Second, Third and Fourth Vice-Presidents shall be, but not limited to:
 - 1) Assume the responsibilities of the President or Vice Presidents in his/her absence.
 - 2) Perform such functions as assigned by the President.
- c. Responsibilities of the Treasurer shall be, but not limited to:
 - 1) Establish Bank accounts. Keep signature cards current naming three signatories, including, treasurer, executive secretary and another board member.
 - 2) Deposit cash receipts.
 - 3) Disburse cash as authorized by the Executive Board.
 - 4) Invest idle funds.
 - 5) Prepare periodic and annual financial reports for the Executive Board.
 - 6) Prepare and file necessary tax forms and information required by the IRS.
 - 7) Perform such functions as assigned by the President.

- d. Responsibilities of the International Director shall be, but not limited to:
 - 1) Coordinate international matters pertaining to the development and preservation of the association of GMIS with similar organizations worldwide.
 - 2) Act as a liaison for international delegate exchanges.
 - 3) With Board approval, establish Joint Cooperation Agreements and Delegate Exchange Agreements with similar organizations worldwide.
 - 4) Advise the GMIS Board and Members concerning delegate exchanges, diplomacy and cultural considerations.
 - 5) Regularly report to the Board the status of all joint international projects and/or initiatives.
 - 6) Appoint committees to assist with international projects and delegate exchanges.
- e. Responsibilities of the Chapter Development/Conference Coordinator shall be, but not limited to:
 - 1) Provide assistance and support to all GMIS state chapters.
 - 2) Seek out potential new members and coordinate development of new state chapters.
 - 3) Provide assistance and support to strengthen state chapters as needed.
 - 4) Provide regular reports through the GEM and ListServ on state chapter activities.
 - 5) Act as a liaison between state chapter organization and GMIS International.
 - 6) Secure sites for future GMIS International conferences.
 - 7) Work with conference committees to provide support in planning activities.
 - 8) Act as liaison between conference chairperson and GMIS International.
- f. Responsibilities of the Executive Director shall be, but not limited to:
 - 1) Provide counsel and advice to the Executive Board.
 - 2) Provide data to the media in the area of public relations.
 - 3) Encourage members to carry on a continuing program of public relations for the organization and its goals.
 - 4) Perform such functions as assigned by the President.
- g. Responsibilities of the Conference Chairperson shall be, but not limited to:
 - 1) To organize and manage the conduct of the Annual International Educational Conference in accordance with the GMIS Conference Guidelines, the Conference Coordinator and the Executive Board.

- h. Quorum: A quorum is a majority of the Executive Board and shall be required to conduct official GMIS business. A simple majority of members present is required for Board action.

ARTICLE VIII. EXECUTIVE COMMITTEE

- Section 1. The Executive Committee will be comprised of at least four (4) representatives of member organizations of GMIS.
 - a. The purpose of the Executive Committee is to obtain a broader representation of member organizations in the management, operation, and future direction of GMIS.
 - b. The Executive Committee, in concert with the Executive Board, shall provide leadership and/or assistance on Project and Special Committees to carry out the mandates of member organizations.
 - c. Members of the Executive Committee will provide the Executive Board a resource from which appointments and/or nominations for Executive Board positions can be made.
 - d. Executive Committee members will perform such functions as assigned by the President or Executive Board action.
 - e. The appointment of the Executive Committee will be made by the President and approved by the Executive Board and announced in the published newsletter.

ARTICLE IX. EXECUTIVE SECRETARY

- Section 1. Responsibilities of the Executive Secretary shall be, but not limited to:
 - i. To establish and operate the permanent GMIS Headquarters.
 - j. To recruit new member organizations in concert with the Executive Board.
 - k. To retain current member organizations.
 - l. To maintain GMIS files and records, i.e. membership, history, financial.
- Section 2. Appointment.
 - a. Incumbent of this position will be appointed on a year-to-year basis.
 - 1) The Executive Board at the January Executive Board Meeting will make appointment.
 - 2) The President, pending confirmation by the Executive Board, will appoint a replacement should the incumbent be unable to perform assigned functions and responsibilities.
- Section 3. Remuneration
The Executive Board will establish the remuneration for this position on an annual basis at the January Board Meeting.
- Section 4. Duties

- a. Reports directly to the President; however, is responsible to all Executive Board members and will assist them in the discharge of official GMIS functions.
- b. Performs major duties as articulated in the annual contract and the GMIS Executive Secretary position description.

ARTICLE X. STANDING COMMITTEES

Section 1. The President is responsible for establishing committees deemed necessary and appropriate for the successful conduct of GMIS business. The committees or work groups, which may be staffed in part or entirely by the Executive Board members, include, but are not limited to:

- a. Member recruitment and new chapter development.
- b. Member retention and recommitment.
- c. Strategic planning and plan maintenance.
- d. Professional development training programs.
- e. Documenting and maintaining GMIS International policies and procedures.
- f. GMIS by-laws review and maintenance.

Section 2. Members of the Executive Board will be assigned responsibility for serving as Chairperson of the various committees. Members of the Executive Committee may be assigned in a collateral role.

Section 3. As a minimum, the President will appoint an Audit Committee.

- a. Responsibilities of this committee shall be:
 - 1) To receive and audit financial reports of all GMIS functions.
 - 2) To conduct an annual audit of the accounts and accounting records covering the twelve months ending the month before the annual meeting and to present a report thereon to the incoming Executive Board.
 - 3) To conduct special audits of the GMIS accounts as may be requested by the Executive Board.
- b. The Audit Committee shall be comprised of at least three member organizations other than the Treasurer’s organization. Appointees will certify their willingness to meet and perform the annual audit during the January Executive Board meeting.
- c. The audit(s) will be conducted in accordance with the GMIS Annual Audit Guidelines.

ARTICLE XI MEETINGS

Section 1. Business Meetings

- a. Business Meeting(s): No less than one, nor more than three business meetings shall be held each membership year. A time and place for the next business meeting shall be decided by the membership attending a business meeting.

- b. Quorum: A quorum for the conduct of a business meeting shall consist of the majority of member organizations in good standing, registered at the meeting.
- c. Voting: Unless otherwise provided in these Bylaws, voting shall be based upon a simple majority of those votes *cast*.
 - 1) Only member organizations in good standing shall be eligible to vote as provided herein.
 - 2) No more than one vote per member organization shall be cast on each ballot. The voting representative of the member organization shall be designated at the time of registration.
 - 3) Secret balloting may be used at the discretion of the President or when requested by a representative of a member organization.

Section 2. Executive Board Meetings: Shall be held no less than twice a year, as called by the President and at a location mutually agreed to by the Executive Board.

Section 3. Special Meeting(s): The President, with the approval of the Executive Board, may call special meetings from time to time to address special issues or items of interest requested by member organizations.

Section 4. Annual GMIS Conference

- a. A registration fee shall be collected at all GMIS conferences from each attendee except those excluded in the Conference guidelines.
 - 1) The registration fee shall be set by the member organization(s) hosting the conference, with the approval of the Executive Board.
 - 2) All or part of the registration fee may be waived for members of the host organization, except costs of luncheons, dinners, and/or other special events, if such costs are a part of the registration fee.
- b. A guest fee shall be collected at all GMIS conferences from each non-member attendee in addition to the registration fee.
 - 1) All or part of the registration and guest fee may be waived by the Executive Board for special guests, such as the keynote speaker, Members Emeritus and Past Presidents who are retired from active business endeavors.
- c. The conference Chairperson will be required to submit to the Executive Board a budget and financial report of the conference six months prior to the conference date.
- d. The conference Chairperson shall be responsible for collection and distribution of funds associated with the conference and for submitting a financial report to the Executive Board for audit within 90 days after the conference. In the event of extenuating

circumstances, the audit report will be submitted no later than the January Board meeting.

Section 5. Nothing in these Bylaws shall prevent the Executive Board from inviting interested persons or organizations, including vendors, consultants, or service organizations, who are not members, to participate as observers at meetings, participants in meeting sessions or in other appropriate capacities as the Executive Board may see fit.

ARTICLE XII. LIMITATIONS OF LIABILITIES

Section 1. Nothing herein shall constitute member organizations as partners for any purpose. No representative of a member organization or officer shall be liable for the acts, or failures to act, on the part of any representative of a member organization or officer be liable for his/her acts or failures to act under these Bylaws, excepting only acts or omissions to act, arising out of his/her willful misfeasance.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Section 1. All meetings of the duly constituted bodies of this organization shall be governed by the rules of order prescribed in "Robert's Rules of Order Revised", provided the same are not superseded by the Bylaws and are applicable.

Section 2. Suspension of the Bylaws: The Bylaws may be temporarily suspended by the affirmative vote of sixty-six and two-thirds percent (66-2/3%) of member organizations in good standing in attendance at any business meeting of the organization, provided a quorum is present.

Section 3. Interpretation of the Bylaws: The Executive Board shall be the authority for the interpretation of the Bylaws.

ARTICLE XIV. DISSOLUTION

Section 1. The organization shall use its funds only to accomplish the purpose and goals specified in these Bylaws. Upon dissolution of GMIS International, it legally follows that all GMIS subordinate chapters named under GMIS International's Group Exemption Number 7151 are also dissolved. Any remaining international and chapter funds shall be distributed in the following manner and sequence:

- a. Outstanding accounts payable shall be paid in whatever sequence designated by the Executive Board.
- b. Remaining funds shall be used to pay expenses related to the dissolution of the organization.
- c. Any remaining funds shall be equally distributed among all member organizations in good standing for the current fiscal year, up to an amount equal to the annual fee.

- d. Any remaining funds shall be equally distributed among all member organizations in good standing for the current and the immediate past fiscal year.

Section 2. Tangible property: Any tangible properties of the organization shall be dispensed under the supervision of the Executive Board in whatever manner is deemed equitable.

Section 3. Before distribution of funds and/or tangible properties, the President shall cause the Audit Committee to conduct a special audit of the accounts and other assets of the organization.

Section 4. The Executive Board shall conduct the dissolution process.

Section 5. The Executive Board shall submit a report of the dissolution process and the distribution of funds and tangible properties to all member organizations in good standing in the current and the immediate past fiscal year, and to any other agency with legal interest in the funds and properties disposed.

ARTICLE XV. AMENDMENTS

Section 1. Proposals:

- a. Amendments to these Bylaws may be proposed by:
 - 1) The Bylaws Committee if established by the President.
 - 2) A request signed by ten or more member organizations in good standing.
 - 3) The unanimous mandate at a business or special meeting of the organization provided a quorum is present.
- b. Amendments shall be proposed in writing and submitted to the Executive Board.
- c. The Executive Board shall authorize the Executive Secretary to submit proposed amendments in writing to the entire membership at least 30 days prior to the date on which the vote will be taken on the proposed amendments.

Section 2. Voting

- a. Balloting on proposed amendments to these Bylaws may be conducted by mail.
- b. An affirmative vote of sixty-six and two-thirds percent (66-2/3%) of representatives of member organizations, in good standing, casting ballots shall be required for the adoption of an amendment of these Bylaws.
- c. An affirmative vote of sixty-six and two-thirds percent (66-2/3%) of the member organizations, at any business or special meetings, shall designate official adoption of an amendment to these Bylaws,

and cancels the procedure for balloting by mail, provided a quorum is present.

ARTICLE XVI GMIS CHAPTERS

- Section 1. A GMIS chapter is a satellite organization of GMIS International, established by the volunteer action of five (5) or more member organizations, in good standing, who seek to help one another achieve common goals and to promote GMIS at a regional level.
- a. GMIS subordinate chapters must operate under bylaws that are harmonious with GMIS International's bylaws.
 - b. GMIS subordinate chapters may not merge organizationally or financially with any other organization or professional group.
 - c. GMIS subordinate chapters must operate on a fiscal year ending June 30.
 - d. GMIS subordinate chapters must maintain financial records.
 - e. GMIS subordinate chapters must, by August 30 of each year, submit an income statement and balance sheet to GMIS International.
 - f. GMIS subordinate chapters may be required to file IRS Form 990 (Return of Organization Exempt From Income Tax).
 - g. GMIS subordinate chapters may impose a local assessment.
 - h. GMIS subordinate chapters may request and receive financial assistance from GMIS International.
 - i. Upon dissolution of a subordinate chapter, all remaining funds must be surrendered to GMIS International.
- Section 2. Participating member organizations shall generally be situated within practical or established geographic boundaries, such as a state, adjoining states, adjoining counties, a planning region, etc.
- Section 3. Procedures for Certification:
- a. When five (5) or more member organizations wish to become chartered as a GMIS subordinate chapter, an authorization requesting to be added to the group exemption letter must be submitted to the Executive Secretary. Additionally, a list of the officers, a list of the charter members and a copy of the new chapter's proposed bylaws, which must not conflict with GMIS International's bylaws, must be submitted to the Executive Secretary. The letter must designate a President Pro-tem for the proposed new chapter and be signed by the representative(s) of the participating member organizations.
 - b. The Executive Secretary shall verify the membership standing of each participating member organization and submit his/her findings and a recommendation for approval/disapproval for certification to the Executive Board.
 - c. If the Executive Board approves the recommendation and determines the proposed chapter has met the qualifications set forth in Section 1 and 2 above, the recommendation for certification will be approved and the Executive Secretary ordered to so notify the designated President Pro-Tem. If the Executive

Board determines the proposed chapter has not met the qualifications set forth, the certification request will be disapproved and the Executive Secretary ordered to so notify the designated President Pro-Tem with appropriate explanations and/or instructions.

Section 4. Administrative Policies and Procedures

- a. The financial year and membership year must coincide with the June 30 fiscal year ending of GMIS International.
- b. Annually, GMIS International will rebate to the chapters a 20% portion of membership dues paid by member organizations, provided the chapter submits a chapter income statement and financial statement for the fiscal year ended. The financial reports must be submitted within sixty days following the June 30 fiscal year end. Exceptions for late requestors must be approved by the GMIS Executive Board.
- c. All other administrative policies and procedures shall be at the discretion of individual chapters.

Section 5. GMIS International will assume re-certification for subsequent years unless otherwise notified or unless the chapter no longer meets the requirement of five (5) active member organizations in good standing in GMIS International.